



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

December 18, 2014

Vickie Glaubius  
3208 Ave. J  
Council Bluffs, IA 51501

Dear Child Care Provider,

This letter is in regards to the December 17, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. *Provider did not have a plan by the front door but she had one on the back door. Provider reported it was taken down when TV was put up. Provider will make copies of the one by back door and put up by front door.*

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov). *Provider had non-smoking signs but they did not have the phone number or web site listed on them. Provider reported she had some paper ones with required information in her office and would put them up.*

110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. *Provider was in compliance on this but was informed she needed to use the new Vet Exam forms and was referred to CCRR or website to obtain.*

## **110.5(2) A provider file is maintained and contains:**

110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. *Provider was in compliance with this but was informed she needed to use the Provider physical form for both self and husband (assistant and sub). She referred to CCRR and web site to obtain form.*

## **110.5(8) Children's Files**

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *Provider will need to update files to reflect current year dates. Provider reported she would have all parents update forms in January. Some forms were from 2010-2012. This was*

*communicated to provider during the February 19, 2014 and May 10, 2013 compliance checks and in letters mailed to provider on February 24, 2014 and May 18, 2013.*

*Provider has 15 children enrolled and there were 8 children present during the compliance check.*

Each file contains:

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. *7 of the 15 files were missing physical exams in them. Provider was not in compliance with this during the February 19, 2014 check in which she sent back letter stating she was in full compliance in April 2014. Provider was not in compliance with this during the May 10, 2013 check as well. Please be aware that failure to come into compliance could result in revocation in child care registration.*

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. *3 of the 15 files were missing updated physical exams. One child's last exam was from 2012. Provider was not in compliance with this during the February 19, 2014 check in which she sent back letter stating she was in full compliance in April 2014. Provider was not in compliance with this during the May 10, 2013 check as well. Please be aware that failure to come into compliance could result in revocation in child care registration.*

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. *3 of the 15 children were missing immunizations in their files. Provider was not in compliance with this during the February 19, 2014 check in which she sent back letter stating she was in full compliance in April 2014. Provider was not in compliance with this during the May 10, 2013 check as well. Please be aware that failure to come into compliance could result in revocation in child care registration.*

**110.5(10) Substitutes**

☐ 110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period. *Provider reported she was unaware that it was only 25 hours a month to use substitute and thought it was 108 hours. Field staff reviewed policy with provider. It appears from December tracking sheet provider is using sub for school pick up, preschool drop off and pick up and school drop off that she is using between 18 and 30 hours a month. Provider's tracking system made it difficult to determine exact amount of hours used every month. Field staff provided an example to provider on how to track substitute hours to ensure compliance.*

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute. *Provider had kept track of December substitute hours but did not have the rest of the year substitute hours reporting she had thrown them away. Provider's tracking system was not clear. DHS field staff provided an example to provider on how to track substitute hours.*

**110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"**

*The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.*

110.9(1)a Not more than six preschool children present at any one time including infants.

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.9(1)c Not more than four additional school-age children.

110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days. DHS field staff sent copy of letter to CCRR and referral to assist provider with coming into compliance with the children's files.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: January 31, 2015.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,

A handwritten signature in black ink that reads "Michelle Nodding". The script is cursive and fluid.

Social Worker II

A handwritten signature in blue ink that reads "Anne Matthai". The script is cursive and fluid.

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).